

Case File

13 July 1956

MEMO FOR THE RECORD:

Introduction

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A review was made of the filing systems employed in the Registration Section, Admin. Branch, Office of Training. This study was prompted by a request made by [REDACTED] of the Mgt. Staff. This study was initiated and completed on 29 June 1956.

Findings

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[REDACTED] was primarily interested in improving the cumbersome method of filing form 73, Request for Internal Training. The current system provided for form 73 to be filed alphabetically in 3-ring binders. It was noted the file series consisted of approximately 17 binders occupying 3 drawers. Further examination of this file revealed it needed to be purged of those records involving employees separated from the Agency.

A ^{review} ~~revision~~ of the office procedures indicated lists were used to identify individuals scheduled for a specific course. Form 73's were not utilized to control Training enrollment because in some instances the requesting office failed to forward Form 73 until after the course had started.

A 4 x 7 card was used to centrally record all training completed by a specific employee. Such cards are filed alphabetically and are used not only as a reference file but for historical purposes.

Recommendations

1. Purge all file series of material relative to individuals no longer with the Agency.
2. Install loose (alphabetical) filing of Form 73 in kraft folders in lieu of 3 ring binders.
3. Discontinue use of lists to identify individuals scheduled for a specific course. Substitute use of Form 73 as supplied by the requesting office. Prepare Form 73 in those instances where telephone notification of enrollment is made. Complete cycle by filing Form 73 in kraft folder after individual has entered training.
4. Service separation notices daily to purge files of obsolete records.

Accomplishments

1. Established a more efficient method of maintaining Form 73, Request for Internal Training. Reduced the amount of safe space required to house these records approximately 67%.
2. An intangible amount of man hours were saved through use of Form 73 as a control of individuals entering training in lieu of lists.
3. More efficient operations were realized through the removal of obsolete records from several file series.
4. The above reported study enabled this office to establish several uniform records systems as promotional inroads.

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